

**THIS VACANCY ANNOUNCEMENT IS BEING ISSUED UNDER THE FOLLOWING:**  
**■ MERIT PROMOTION ■ EXCEPTED SERVICE EXAMINING ■ OPM DELEGATED EXAMINING**



**APPLICATIONS MUST BE SUBMITTED TO:**  
**BILLINGS AREA INDIAN HEALTH SERVICE**  
 DIVISION OF HUMAN RESOURCES  
 P.O. Box 36600 - 2900 FOURTH AVENUE, NORTH  
 BILLINGS, MONTANA 59107

**FAX #: (406) 247-7251**



**NOTE: It is the Applicant's responsibility to ensure they have submitted a complete application.**  
**Please refer to the "How to Apply" page for details.**

**Various positions to be filled under this vacancy announcement.**

<b>POSITION:</b>	Dental Assistant (Expanded Function) GS-0681-3/4/5	<b>LOCATION:</b>	Branch of Dental Services Blackfeet Service Unit Indian Health Service Browning, Montana
<b>SALARY:</b>	GS-3: \$22,572-\$29,346; GS-4: \$25,338-\$32,944; GS-5: \$28,349-\$36,856 Per Annum		
<b>ANNOUNCEMENT NUMBER:</b>	<b>NP-06-0177-BF</b>	<b>OPEN DATE:</b>	<b>09/11/2006</b>
		<b>CLOSING DATE:</b>	<b>Open Until Filled: 1<sup>st</sup> Roster May Be Issued After 09/22/2006</b>

<b>Position Status</b> <input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Temporary NTE <input type="checkbox"/> Term APPT NTE	<b>Work Schedule</b> <input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Intermittent <input type="checkbox"/> Part-time <input type="checkbox"/> Subject to Rotating Shifts <input type="checkbox"/> On-Call <input type="checkbox"/> Stand-By	<b>Promotion Potential</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No To Grade: <u>5</u>	<b>Area of Consideration</b> <input checked="" type="checkbox"/> Commuting Area <input type="checkbox"/> IHS Area <input type="checkbox"/> Government-Wide
<b>Supervisory or Managerial</b> <input type="checkbox"/> Yes* <input checked="" type="checkbox"/> No *May require one year probationary period	<b>Government Housing May be available</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<b>Travel</b> <input type="checkbox"/> Frequent <input checked="" type="checkbox"/> Occasional <input type="checkbox"/> No Traveling	<b>Relocation</b> <input type="checkbox"/> Travel and transportation expenses will be paid <input checked="" type="checkbox"/> Travel and relocation expenses will not be paid

**WHO MAY APPLY**

- **Merit Promotion Plan (MPP):** Competitive Status employees, current permanent IHS employees or Reinstatement eligibles.
- **Excepted Service Examining Plan (ESEP):** Individuals enrolled in a Federally Recognized Tribe. **NOTE:** If you are a current permanent IHS employee with Indian Preference you may be considered under the MPP and ESEP, if you indicate on your application your request to be considered under both plans. If candidate being referred is a current permanent Federal employee in the Competitive Service and is selected under this category, the selectee will be converted to an Excepted Service Appointment and required to sign a statement indicating that they voluntarily requested their application be considered under the ESEP and will be required to serve 3 years under the Excepted appointment in order to be converted to a competitive appointment and will be giving up any appeal rights under 5 CFR 432 and 752. Temporary IHS employees, Bureau of Indian Affairs Excepted employees and other Indian Preference candidates will be evaluated under the Excepted Service Examining Plan.
- **PHS Commissioned Officers:** PHS Commissioned Officers may indicate their interest in being considered by submitting a resume' or curriculum vitae. It is the responsibility of the officer to submit sufficient information as stated on the "How to Apply" page to permit this office to determine whether the officer meets the qualification requirements.
- **Delegated Examining Authority:** Any U.S. Citizen **NOTE:** if you're a current Competitive status employee you may indicate on your application your request to be considered under DEA and Merit Promotion or **BOTH**.

**APPLICATIONS AND RELATED DOCUMENTS MAY BE FAXED IN AND ALL APPLICATIONS MUST BE RECEIVED AT THE ABOVE ADDRESS/FAX NUMBER BY 4:30P.M. BEFORE OR ON THE CLOSING DATE OF THIS VACANCY ANNOUNCEMENT. THERE WILL BE NO EXCEPTIONS TO THIS RULE.**

THE INDIAN HEALTH SERVICE IS COMMITTED TO EQUAL EMPLOYMENT WITHOUT REGARD TO RACE, RELIGION, COLOR, GENDER, NATIONAL ORIGIN, AGE, DISABILITY OR SEXUAL ORIENTATION. HOWEVER, IN ACCORDANCE WITH THE INDIAN PREFERENCE ACT (TITLE 25 U.S.CODE, SECTION 472 AND 473), PREFERENCE FILLING VACANCIES IS GIVEN TO QUALIFIED INDIAN CANDIDATES.

If this is being announced for the Commuting Area relocation expenses will not be paid. Employees who wish to relocate to the Billings Area for their own benefit may apply. If there are no Indian preference eligible candidates within the commuting area and an Indian preference candidate is selected from outside the commuting area, relocation costs will be paid.

CANDIDATES MUST MEET TIME AFTER COMPETITIVE APPOINTMENT, TIME IN GRADE, LEGAL, REGULATORY, QUALIFICATION REQUIREMENTS BY THE CLOSING DATE OF THE VACANCY ANNOUNCEMENT.

**THE FOLLOWING SPECIAL HIRING AUTHORITIES MAY ALSO BE UTILIZED:** Handicapped individuals, of former Peace Corps, VISTA, VRA eligible and 30% disabled veterans. Individuals who have special priority selection rights under the CTAP and ICTAP must be well qualified for the position to receive consideration. CTAP and ICTAP eligible candidates must be considered well qualified if: (1) Possesses the knowledge, skills and abilities which clearly exceed the minimum qualification requirements for the position. (2) Meets the basic qualification standards and eligibility requirements for the position. (3) Meets selective placement factor. (4) Be rated above minimally qualified candidates in accordance with the Indian Health Service Merit Promotion Plan. (5) Is physically qualified. DEFINITION OF WELL-QUALIFIED, AS DETERMINED IN THE BILLINGS AREA INDIAN HEALTH SERVICE: Rating out at meeting at least a 3 or 4 on the majority

of the KSA's for the position being filled. EXAMPLE: If there are 5 KSA's the applicant must have at least a 3 or 4 on three of the KSA's in order to be considered WELL QUALIFIED. CTAP and ICTAP candidates seeking eligibility must submit a copy of the agency notice, most recent performance rating and most recent SF-50 noting position, grade level and duty location. Please indicate on your application if you are applying as a CTAP or ICTAP eligible. This agency provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. The decision on granting reasonable accommodation will be on a case-by-case basis.

#### **CONDITIONS OF EMPLOYMENT:**

- A. Selectee will be required to sign an OF-306, Declaration for Federal Employment form certifying to the accuracy and truthfulness of the information provided in their application.
- B. All positions in the Billings Area Indian Health Service are covered by P.L. 101-630. Selectee will be required to complete an SF-85, Questionnaire for Non-Sensitive Positions (Background Record Check, CNACI) at the time of appointment. A favorable determination on your CNACI is required to continue to be eligible for employment.
- C. Male applicants born after December 31, 1959, will be required to complete the certification documentation to confirm their Selective Service registration status.
- D. The U.S. Department of Justice Immigration and Naturalization Service by act of Congress requires that all individuals appointed to a position MUST present proof of employment eligibility by completing Verification of Employment Eligibility Form (INS I-9) at time of appointment.
- E. If selected, immunization for such illness as found necessary by the Billings Area. Individuals may also be required to be tested for tuberculosis.

**DUTIES AND RESPONSIBILITIES:** Performs a wide range of reversible intra-oral dental procedures under the direction of the Dentist. Cleans, Sharpens and Sterilizes instruments using approved techniques for autoclave and chemclave. Prepares instruments for sterilization, packages and stores in appropriate places in units. Receives and prepares patients for treatment. Relays to patient post-treatment instructions from the dentist. Provides four-handed chair side assistance to the dentist. During oral surgery, cuts sutures, preserves tissue for biopsy and observes essential aseptic practice. Places and removes rubber dam, matrix bands, and wedges. Performs receptionist duties and answers phone, as staffing needs require. After treatment, irrigates tooth, places medications and places the temporary, or permanent restoration. Takes and processes x-rays of diagnostic quality for all dental procedures. Instructs patients in oral hygiene practices, provides other preventive information, and applies sealants. Performs prophylaxis, including the removal of supra, and sub-gingival calculus using hand instrumentation and/or cavitron. Inventories dental supplies and maintains established levels by ordering new supplies with sterile and consumable supplies. Restores teeth prepared by the dentist with permanent and temporary filling; places bases and liners, selects, adapts and places matrix bands on normal ad abnormal teeth; places, condenses, carves, finishes and polishes amalgam restorations; places and finishes composite restorations.

**QUALIFICATION REQUIREMENTS:** Except for the substitution of education as provided in the Operating Manual Qualification Standards for General Schedule Positions, applicants must have had the following type of experience, in the amounts indicated.

**NOTE:** Public Law 97-35 requires that persons who administer radiologic procedures meet the credentialing standards in 42 CFR Part 75. Essentially, they must (1) have successfully completed an educational program that meets or exceeds the standards described in that regulation, and is accredited by an organization recognized by the Department of Education, and (2) be certified as radiographers in their field. The following meet these requirements:

(1) Persons employed by the Federal Government as radiologic personnel prior to the effective date of the regulation (January 13, 1986) who show evidence of current or fully satisfactory performance or certification of such from a licensed practitioner such as a doctor of medicine, osteopathy, dentistry, podiatry, or chiropractic who prescribes radiologic procedures to others.

(2) Persons first employed by the Federal Government as radiologic personnel after the effective date of the regulation who (a) received training from institutions in a State or foreign jurisdiction that did not accredit training in that particular field at the time of graduation, or (b) practiced in a State or foreign jurisdiction that did not license that particular field or did not allow special eligibility to take a licensure examination for those who did not graduate from an accredited educational program, provided such persons show evidence of training, experience, and competence, as determined by OPM or the employing agency.

All applicants, however, must meet the requirements below.

#### **EXPERIENCE AND EDUCATION REQUIREMENTS:**

GRADE	General Experience	Specialized Experience	OR	EDUCATION
GS-3	6 months	NONE		Successful completion of (a) a 1-year dental assistant program or completion of 1 year of a dental hygiene program accredited by the American Dental Association's Commission on Accreditation that included a course in radiation physics; radiation biology; radiation health, safety, and protection; X-ray films and radiographic film quality, radiographic techniques; darkroom and processing techniques; and film mounting; or (b) practical nurse training approved by the appropriate State, territory, or District of Columbia accrediting body.
GS-4	6 months	6 months		Successful completion of a 2-year dental assistant program or completion of a 2-year dental hygiene program accredited by the American Dental Association's Commission on Accreditation that included at least 12 semester hours of courses such as those shown above for GS-3.
GS-5	NONE	1 year equivalent to at least GS-4		Successful completion of a full 4-year course of study in a dental assistant or dental hygiene program that included at least 24 semester hours in courses as shown above for GS-3.

**General Experience:** (1) Any type of work that demonstrates the applicant's ability to perform the work of the position, or (2) experience that provided a familiarity with the subject matter or processes of the broad subject area of the occupation.

**Specialized Experience:** (for positions at GS-4 and above): Experience in dental assistance to general or specialized dentistry, dental assistant (expanded function) work, or any combination of these appropriate to the position being filled.

**Special Requirements for GS-5 and above Dental Assistant (Expanded Function):** Applicants for Dental Assistant (Expanded Function) positions must have completed 1 year of acceptable course work, preceptorship, or other formal training and/or work assignments specifically designed to equip them with knowledge and skills required to perform intra-oral procedures involved in the position to be filled. Examples of acceptable training are:

- Courses in a dental hygiene or dental assistant program accredited by the American Dental Association's Commission on Accreditation that are directly related to the intra-oral procedures (also referred to as expanded functions) that are to be performed in the position to be filled.
- U.S. Army's Dental Therapy Assistant Training Program.
- Continuing education courses in expanded functions for dental assistants offered by the Indian Health Service of the Department of Health and Human Services.
- Other training comparable to the above in private or governmental hospitals, clinics, or schools that included formal classroom instruction and clinical training in the knowledge and skills required to perform intra-oral procedures in the position to be filled.

**RANKING FACTORS:** Applicants who meet the qualification requirements described above will be further evaluated to determine the extent to which their education, work related experience, training, awards, professional recognition and supervisory appraisals indicate they possess or have the potential to acquire knowledge, skills, abilities, and personal characteristics, (KSAP's) required to perform the duties and responsibilities described above. Applicants are encouraged to address the following KSAP's on a separate sheet attached to their application.

**KSAP'S SUPPLEMENTAL QUESTIONNAIRE**

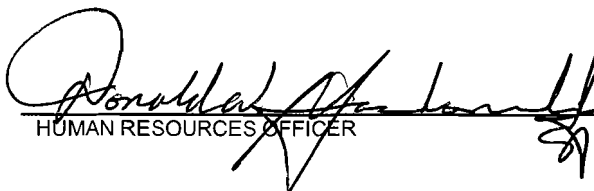
1. Knowledge of Basic Patient Pre-treatment Preparation and Assisting Duties.
2. Knowledge of Dental X-ray Theory and Procedures.
3. Knowledge of Sterilizing Theory and Procedures.
4. Knowledge of Expanded Duty Theory and Procedures.

The above KSAP's will be the basis for determining which applicants are best qualified.

Additional/alternate selection may be made within 90 days of the date the selection certificate was issued if the position becomes vacant or to fill an identical additional position in the same geographic location.

FOR INFORMATION CONTACT Bernice Hugs AT (406) 247-7246. ALL APPLICATIONS ARE SUBJECT TO RETENTION, NO REQUESTS FOR COPIES WILL BE HONORED.

THIS IS AN AEP TARGETED POSITION: YES ☐ NO ☒  
THE BILLINGS AREA INDIAN HEALTH SERVICE IS A SMOKE FREE WORK ENVIRONMENT ☺

  
HUMAN RESOURCES OFFICER  
DATE 9/11/06

  
PROGRAM MANAGER  
DATE 09/11/06

## HOW TO APPLY

**NOTE: It is the Applicant's responsibility to ensure they have submitted a complete application.**

Choose one of the following forms to apply for this job.

Please submit one application or resume for each job you are applying for.

**Optional Application for Federal Employment (OF-612)**

**Application for Federal Employment (SF-171)**

**Resume or Other written application**

All applicants must ensure the application you submit contains the following required documentation. Failure to submit all required documentation with your application will result in your application being incomplete. Applicants with incomplete applications will not be considered for the position.

Your resume or other application format **MUST** contain the following information:

- ❖ **OF-306, Declaration for Federal Employment.**
- ❖ **QUESTIONNAIRE FOR CHILD CARE POSITIONS BY THE CRIME CONTROL ACT OF 1990** must be submitted by **ALL** applicants. A **YES** to any of the questions may remove you from competition.
- ❖ **JOB INFORMATION**
  - Announcement number and lowest grade you wish to be considered for.
  - To receive consideration under the Merit Promotion Plan and the Excepted Service Examining Plan you must submit a written request with your application.
- ❖ **PERSONAL INFORMATION**
  - Full name, mailing address (with zip codes), day and evening telephone numbers.
  - Social Security Number
  - Country of citizenship
  - ***Do any of your relatives work for the Agency or Government organization to which you are submitting your application? If so, please list name, relationship, location.***
- ❖ **EDUCATION**
  - **Official Transcripts must be submitted**
- ❖ **WORK EXPERIENCE** - Give the following for your paid and non-paid work experience related to the job for which you are applying:
  - Job title
  - Duties
  - Employer/Supervisor's name, address and/or telephone number
  - Starting and ending dates of employment must include - month and year
  - ***Average hours worked per week***
  - Indicate if we may contact your current supervisor
- ❖ **OTHER QUALIFICATIONS**
  - Job related training courses (title and year)
  - Job related skills, for example: other languages, computer software/hardware, tools, machinery, typing speed
  - Job related certificates and licenses (if you are a licensed medical professional, submit a copy of your license to practice)
  - Honors, awards, and special accomplishments, for example: publications, memberships in professional or honor societies, leadership activities, public speaking, and performance awards

Submit the following documents along with your chosen application format if you are in **any** of the following categories:

<b>COMMISSIONED OFFICER</b>	<b>INDIAN PREFERENCE</b> Excepted Service Examining Plan	<b>VETERAN PREFERENCE</b>	<b>FEDERAL EMPLOYEE</b> Merit Promotion Plan (Current, Former, or Displaced Employees)	<b>DELEGATED EXAMINING</b> (Outside of the Federal Government)
<p>Current Billet description (if available)</p> <p>Submit a copy of your most recent Commissioned Officer Effectiveness Rating (COER).</p>	<p>Verification of Indian Preference for Employment – <b>must submit (BIA Form 4432)</b></p> <p>Current Billings Area IHS employees may state that proof of Indian preference is on file in their Official Personnel Folder.</p> <p><b>Current or former federal employee must submit most recent FINAL performance appraisal rating.</b></p>	<p>DD-214 Form (Honorable Discharge)</p> <p>Form SF-15, if claiming 10-point preference (must submit additional required documents listed on the SF-15)</p> <p><b>Must be submitted to receive preference.</b></p>	<p><b>Current Federal Employees or Reinstatement Eligible Individuals</b> must submit Notification of Personnel Action SF50-B, which shows #24 <b>Tenure</b> and #34 <b>Position Occupied</b>.</p> <p><b>Current Permanent Employees and Reinstatement Eligible Individuals must submit most recent FINAL performance appraisal rating.</b></p> <p>If No Performance Appraisal is available, applicants must provide written justification for its absence.</p>	<p><b>Current Federal Employees or Reinstatement Eligible Individuals</b> must write on their application that they wish to be considered under Delegated Examining.</p> <p>If this statement is not on the application and an SF-50 is received, the applicant will be considered under the Merit Promotion Plan.</p>

**Addendum to Declaration for Federal Employment (OF 306)**  
**Indian Health Service**  
**Child Care & Indian Child Care Worker Positions**

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**Item 15a. Agency Specific Questions**

**Name:** \_\_\_\_\_ **Social Security Number:** \_\_\_\_\_

(Please print)

**Job Title in Announcement:** Dental Assistant (Expanded Function) **Announcement Number:** NP-06-0177-BF

Section 231 of the Crime Control Act 1990, Public Law 101-647, requires that employment applications for Federal child care positions contain a question asking whether the individual has ever been arrested for or charged with a crime involving a child and for the disposition of the arrest or charge.

Section 408 of the Miscellaneous Indian Legislation, Public Law 101-630, contains a related requirement for positions in the Department of Health and Human Services that involve regular contact with or control over Indian children. The agency must ensure that persons hired for these positions have not been found guilty of or pleaded nolo contendere or guilty to certain crimes.

To assure compliance with the above laws, the following questions are added to the Declaration for Federal Employment:

- 1) Have you ever been arrested for or charged with a crime involving a child? YES \_\_\_\_\_ NO \_\_\_\_\_

*[If **AYES**®, provide the date, explanation of the violation, disposition of the arrest or charge, place of occurrence, and the name and address of the police department or court involved.]*

- 2) Have you ever been found guilty of, or entered a plea of nolo contendere (no contest) or guilty to, any felonious or misdemeanor offense under Federal, State, or tribal law involving crimes of violence; sexual assault, molestation, exploitation, contact or prostitution; or crimes against persons; or offenses committed against children?  
YES \_\_\_\_\_ NO \_\_\_\_\_

*[If **AYES**®, provide the date, explanation of the violation, disposition of the arrest or charge, place of occurrence, and the name address of the police department or court involved.]*

I certify that (1) my response to these questions is made under penalty of perjury, which is punishable by fines of up to \$2,000 or 5 years imprisonment, or both; and (2) I have received notice that a criminal check will be conducted. I understand my right to obtain a copy of any criminal history report made available to the Indian Health Service and my right to challenge the accuracy and completeness of any information contained in the report.

**Applicant=s Signature (sign in ink)** \_\_\_\_\_

**Date** \_\_\_\_\_

Public Burden Statement: In accordance with Paperwork Reduction Act (5 CFR 1320.8 (b)(3), a Federal agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number. Respondents must be informed (on the reporting instrument, in instructions, or in a cover letter) the reasons for which the information will be collected; the way the information will be used to further the proper performance of the functions of the agency; whether responses to the collection of the information are voluntary, required to obtain a benefit (citing authority), or mandatory (citing authority); and the nature and extent of confidentiality to be provided, if any (citing authority). Public reporting burden for this collection of information is estimated to average 15 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the necessary data, and completing and reviewing the collection information. Send comments regarding the burden estimate or any other aspect of this collection of information to the IHS PRA Information Collection Clearance Staff, 12300 Twinbrook Parkway, Suite 450, Rockville, MD 20852. **Please do not send completed data collection instruments to this address.**

FORM APPROVED: O.M.B. NO. 0917-0028

Expires 02/28/2009